



TITLE	Receptionist and Secretary in Central Secretariat
TYPE OF CONTRACT	Open ended contract
DATE OF ISSUE	17th October 2025
DU^E DATE	31st October 2025

BACKGROUND AND CONTEXT

Climate change is one of the greatest threats to Rwanda's development. This is why the Government has prioritized the green economy and an economic transformation that is environmentally sustainable and climate change as cross-cutting issues, and the Green Growth and Climate Resilience Strategy guided the Rwandan economy toward a climate resilient and low carbon development pathway. In 2020, Rwanda committed to an ambitious climate action plan, and Vision 2050 sets the goal for Rwanda to be carbon neutral by the middle of the century.

To finance the Green Growth and Climate Resilience Strategy and Rwanda's green growth ambitions, the Rwanda Green Fund was established.

The Fund is a ground-breaking environment and climate change investment fund that provides targeted financial and technical support to contribute to Rwanda's vision of becoming a carbon neutral and climate resilient economy.

The Fund has mobilized close to USD 250 million for 46 green investments in sustainable transport, renewable energy, green cities, and biodiversity conservation. As a result of these investments, 176,000 green jobs have been created, 88,000 households have been provided access to off-grid clean energy, 126,000 tons of carbon dioxide equivalent emissions have been avoided, and 120,000 people have been supported to cope with the effects of climate change.

The Fund is inviting passionate and competent personnel to join our team. Please find below the job positions and required qualifications and experience. Detailed job descriptions can be also found at <https://greenfund.rw/careers>



RECEPTIONIST AND SECRETARY IN CENTRAL SECRETARIAT

Institution	National Fund for Environment (Rwanda Green Fund)
Job Title	Receptionist and Secretary in Central Secretariat
Administrative Unit	Office of the Head of the Chief Finance Officer
Job Level and Grade	5.II
IV	500
Index	508
Report to	Corporate Financial Management Specialist
Responsible for:	
Functions	Tasks
Receive, record and distribute all incoming and outgoing mails	<ul style="list-style-type: none">• Receive and check incoming and outgoing mails.• Record incoming and outgoing mails.• Ensure timely distribution of all incoming/outgoing mails.• Facilitate the Fund staff to access recorded documents.• Regularly check and dispatch mails received on the Fund email.• Ensure the security of the Fund correspondences and stamp.• Write and submit on regular basis (monthly and quarterly) reports of the central secretariat.
Establish and maintain the general archiving, filing system and file all correspondences.	<ul style="list-style-type: none">• Maintain a current and accurate filing system• Ensure timely filing of documents.
Receive and provide clear guidance and orientation to the Fund's clients/visitors.	<ul style="list-style-type: none">• Receive and answer telephone calls and orient them accordingly.• Receive the Fund clients/visitors and provide orientation.
Job Specifications/Profile	
Relevant Qualifications	
Bachelor's degree in Office Management, Law and Administration, Public Relations, management or other related fields.	
Required Experience	
At least 2-3 years of related relevant working experience.	
Required Skills/Attitudes/Competencies	
<ul style="list-style-type: none">• Excellent written and verbal communication skills• Detail oriented• High level of proficiency in Microsoft Office, particularly Excel, PowerPoint, and Word• Ability to follow specified procedures	



- Filing skills
- Computer skills
- Excellent communication skills
- Attentive to details
- Ability to ensure confidentiality of office documentation
- Ability to maintain accurate records
- Efficient and has good articulation, warm face and voice
- Conforms to provisions of the organization's service charter

Application Procedure

To apply, please submit the relevant documents: your updated and signed Curriculum Vitae (CV), copies of academic certificates, proven working experience and one-page cover letter detailing why you are interested in the position you are applying for.

Please note that all applications must apply using our online application system via <https://www.greenfund.rw/career/>

The deadline for submission of application is the **31st October 2025 at 5PM**.

In case of questions, please reach out to email: recruitment@greenfund.rw. For more information, kindly visit the Rwanda Green Fund website on <https://greenfund.rw/>.

Done at Kigali on 16th October 2025,

A handwritten signature in blue ink.

Teddy MUGABO MPINGANZIMA
Chief Executive Officer
National Fund for Environment

